



UNITED STATES MARINE CORPS
RESERVE SUPPORT UNIT
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5014

IN REPLY REFER TO:

1500

B 08

2 May 02

From: Deputy Director, Reserve Support Unit (B 08), 3035
Barnett Ave, Suite 118, Quantico, VA 22134-5014

To: Commanding Officer/Inspector Instructor

Subj: RESERVE WARRANT OFFICER BASIC COURSE FY02

Encl: (1) Information Package
(2) Student Roster

Ref: (a) MCO P1080.40 (MCTFSPRIM)
(b) MARADMIN 504/99 (Implementation of the In Progress
Payment (IPP))

1. Enclosure (1) lists at least one member of your command who will be attending the subject course scheduled for the period of 7-19 July 2002 (inclusive of travel). This letter is provided as a reminder of some critical areas that directly influence our ability to provide complete support to your Marine. A separate letter along with a copy of enclosure (1) has been sent to each student listing uniform requirements, billeting information, etc.

a. Diary Entry. Unit entries should be made in accordance with the references to ensure In Progress Payments (IPP) can be provided to students at the end of their first week of school. If you have not received the order writing authority from MARFORRES, Headquarters, contact your G-3 for guidance. The points of contacts are as follows:

4 th MARDIV	MGYSGT TALBERT	(504) 678-1235
4 TH MAW	SSGT HICKS	(504) 678-0368
4 TH FSSG	SSGT GEE	(504) 678-0669
MFR	SGT WARNER	(504) 678-5458

Subj: RESERVE WARRANT OFFICER BASIC COURSE FY02

Per CMC MSG DTG 181500Z Feb 00, all USMC Active, Reserve and civilian personnel are required to use the Government Travel Charge Card (GTCC) to pay expenses arising from official government travel unless exempted. DoD requires that orders contain a statement notifying the traveler of the mandatory use of the GTCC. For those individuals who are unable to acquire a car prior to reporting to RWOBC, their orders must include the statement "Card applied for, Finance Office advance authorized". If this statement does not appear in the in the orders, disbursing will not pay any advances. Per diem is normally paid at the end of the first week and will be direct deposited into the Marines' accounts. Marines who are not on direct deposit when they arrive at Quantico will have problems receiving pay.

b. Well-Planned Travel Times. Check-in will occur at Heywood Hall, The Basic School, Camp Barrett, MCB, Quantico, VA, NLT 2359 on 7 July 2002. Flights should be scheduled that allow students to check in by this time. Further, the school has asked that return flights be scheduled after 1500 on Friday, 19 July 2002. If this prevents the traveler from arriving home before midnight, their period of duty needs to include Saturday. My Admin Chief and I will be present on 16 July to conduct the admin check in. Any additional admin question will be answered at that time.

c. Orders. Students often arrive with something stamped "Original Orders" that are not orders. Units will occasionally take the order writing authority [usually called the Personnel Assignment Action form (PERSACT or "Act")] and erroneously stamp it "Original Orders". Please ensure that your Marines arrive with a correct set of ordinal orders. Government quarters are available at no cost and messing is not available.

2. If there are any discrepancies in the roster, or if we can assist in anyway, please contact the Reserve Support Unit immediately. Our point on contact is Lance Corporal Cobb at (703) 784-2127/28, DSN 278-2127/28 and fax (703) 784-2612.

J. P. WALSH

INFORMATION PACKAGE

1. Check-in. Will occur at Heywood Hall, The Basic School, Camp Barrett, MCB, Quantico, between 1500 and 1800, 7 July 2002. Height and weight will be taken and recorded upon check-in. Uniform for check-in is Service "C" or civilian business suit/dress.
2. Orders. You must have your original orders. Government quarters are available at no cost and messing is not available.
3. Transportation. The closest airport to MCB, Quantico is Reagan National (formerly Washington National); it is advisable to use that airport. Ground Transportation between Reagan National and MCB, Quantico, can be arranged with DAFRE Transportation at (703) 680-0987. The rate for individual passengers is \$23.00 from Reagan National. You are responsible for making these reservations. MCB, Quantico does not provide Transportation from the airport to the Base. Make sure you arrive with at least enough money to live on for a week, in order to cover the cost of transportation from the airport and messing.
4. Vehicle Transportation. If you're traveling via POV or if you rent a car, at your own expense, you can get a temporary Base Vehicle permit from PMO. You'll need to present proof of insurance, registration (or rental agreement), and a valid state driver's license. PMO can be reached at (703) 784-2251.
5. Physical Fitness Test. A PFT will be administered during this course. PFT scores as well as height and weight will be recorded on your fitness report.
6. Uniforms. Students are required to bring both their utility and Summer Service "C" uniforms. Utilities will be the uniform of the day.
7. MCI Requirements. Reserve selectees must complete the following MCI courses prior to reporting to the Basic School: 7006, 7401, 7402, 7403, 7405. These courses can be obtained either through your unit or by calling MCI 1-800-MCI-USMC.
8. Personal Appearance/Weight control. The policy of the Commanding officer, the Basic School, is that any officer checking-in who is overweight will be returned home. If this is an area that may be of a concern for you, now is a time to do something about it and lose the weight. July will be too late.

Encl (1)